# United States Department of the Interior

# BUREAU OF LAND MANAGEMENT

In Reply To: 5400(923)P

Montana State Office 5001 Southgate Drive, P.O. Box 36800 Billings, Montana 59107-6800 http://www.mt.blm.gov/

April 7, 2005

EMAIL TRANSMISSION – 04/08/05 Instruction Memorandum No. MT-2005-032

Expires: 9/30/06

To: Field Managers

From: Deputy State Director, Division of Resources

Subject: Joint Forest Service/Bureau of Land Management Personal Use Firewood Permits

DD: 04/11/2005

This instruction memorandum only pertains to the joint Forest Service (FS)/Bureau of Land Management (BLM) personal use firewood permits (Form FS-2400-1/BLM-5450-24) titled Forest Products Removal Permit and Cash Receipt.

This permit authorizes a person to remove personal use firewood from Forest Service or BLM-administrated lands. These permits can be purchased by the public from a Forest Service office located in Region 1 or from the following BLM field offices (FO) located in Montana: Missoula FO, Butte FO, Dillon FO, and Lewistown FO. The use of this permit is restricted to personal use of firewood and only valid in the listed BLM office administrative areas.

The Forest Service is currently working with the Office of Management and Budget on extending the expiration date of this form. This process may take 90-120 days to complete. In the interim, in order to comply with the Paperwork Reduction Act, the Forest Service has issued guidance to their offices on the continued use of this permit (Attachments 1 and 2).

In order to continue to serve our public and not confuse them, the BLM will use a similar approach to completing the joint FS/BLM personal use firewood paper permits that were supplied to your office from the Forest Service. This will provide consistency for the public whether they obtain the permit from the Forest Service or the BLM.

Under the permit section titled "Permittee's Name and Complete Address:" enter the BLM Issuing Office information for Name, Address, City, State, and Zip Code, (i.e., Butte Field Office, 106 N. Parkmont, Butte, MT 59701). Under the section titled "Vehicle(s) Information," leave that section blank.

Do not collect or record the Permittee's information on this permit in these sections until further notice.

Complete the rest of the form as you would normally do by filling in the dates, payment method, and the quantity and values of firewood sold on this permit.

The Permittee will still need to sign and date the permit in the "Signatures" section of the permit. This signature acknowledges acceptance of the terms and conditions as required in the permit. They will also need to document when they remove product in the "Product Quantity Removal Record" section.

This action does not preclude normal law enforcement operations such as checking the permits. If violations are found, proof of identification of the persons(s) involved can be required at that time.

If you have any questions on completing and issuing the joint FS/BLM personal use firewood permit, please contact Bill Hensley at (406) 896-5042.

Signed by: Randy D. Heuscher for Howard A. Lemm

Authenticated by: Merry Prestridge (MT923)

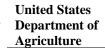
#### 2 Attachments

- 1-Forest Service Memo to Forest and Grasslands Supervisors (1 pp)
- 2-Forest Service Instructions (9 pp)

#### Distribution

SOMT-1

Asst. FM Havre-1 Asst. FM Glasgow-1



Forest Service **Region One** 

200 East Broadway P.O. Box 7669 Missoula, MT 59807

File Code: 2450 Date: March 28, 2005

Route To: (5300), (6500)

Subject: Expiring OMB Information Collection for Forest Products Permits and Contract

To: Forest and Grasslands Supervisors

Please reference Washington Office letter 2450, 5300, 6500, dated March 21, 2005. Region 1 will follow the direction in this letter and we are instructing Region 1 Forests and Grasslands to not collect personal information from applicants when issuing a FS-2400-1 or FS-2400-8 permit. This includes the hard copy permit for Personal Use Firewood as well. Also, if your Unit uses vendors to sell these permits, they too, are not authorized to collect any customer information after March 31, 2005, until further notice. However, all other requirements in the vendor agreement will be followed.

The signature of the individual purchasing the permit is still required since it is an acknowledgement of accepting the terms of the permit and is not an item covered under the information collection.

In addition, Units are also instructed to discontinue using the FS-2400-4 contract after March 31, 2005. Any sales currently advertised utilizing the FS-2400-4 contract form that cannot be awarded by March 31, 2005 must be withdrawn and re-advertised on a different contract form. The FS-2400-3 contract should be used in lieu of the FS-2400-4 contract.

Instructions for completing the FS-2400-1 and FS-2400-8 in TIM, as well as hard copy are attached. Please follow these procedures carefully to ensure that only one generic customer is created in the database for your Unit. This effort is crucial to help eliminate problems when INFRA/TIM moves into a single database, scheduled later this spring. Please note that this is a nation-wide effort for consistency purposes.

Enclosed are some basic Talking Points for your Unit to use.

If you have any questions, please contact Tom Maffei (406-329-3145) or Stacie DeWolf (406-329-3146).

/s/ Gary A. Dickerson (for) BRUCE L. FOX Director of Forest and Rangeland

**Enclosures** 

cc: pdl r1 timber management officers, pdl r1 res





# Timber Information Manager Instructions for Implementation of Generic Customer Entry and Permit Issuance

The Forest TIM Coordinator will enter one generic customer in TIM in the Customer Information screen (PER0040) prior to March 31, 2005. The Generic Customer information must be used beginning April 1, 2005 on <u>ALL</u> 2400-1 and 2400-8 permits until further notice.

The same generic customer information must be used on all hard copy permits as well. Also, if your forest utilizes vendors, they are not authorized to collect any customer information after 3/31/2005. They must also use the generic information.

Do not collect Customer Name, Phone Numbers or Vehicle information.

**Instructions follow below:** 

### **Entry of generic customer instructions:**

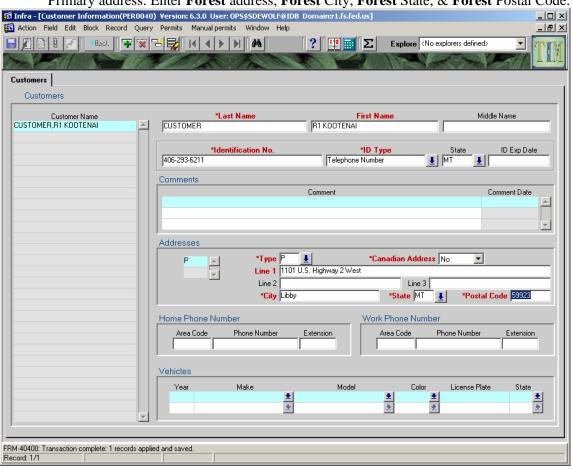
Last Name: CUSTOMER

First Name: **R1 KOOTENAI** (example only)

Identification Number: Enter Forest phone number, i.e. 970-999-999

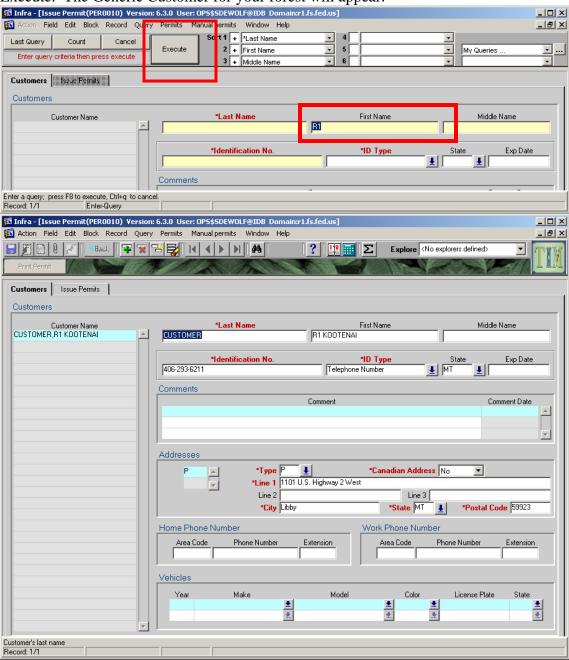
ID Type: enter Telephone Number

Primary address: Enter Forest address, Forest City, Forest State, & Forest Postal Code.

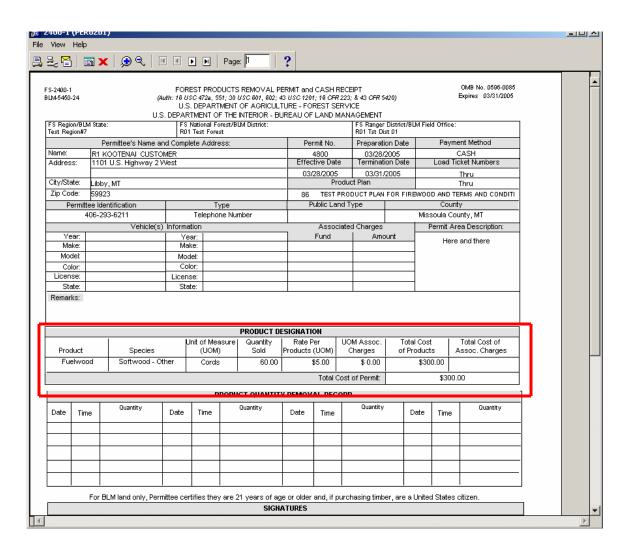


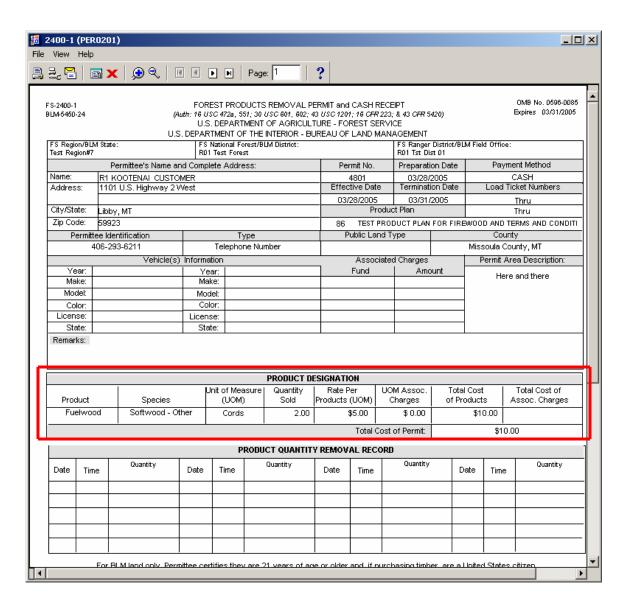
## **Issuing Permit Instructions:**

When issuing a permit, query in the FIRST NAME (second block) by typing in R1 and press Execute. The Generic Customer for your forest will appear.



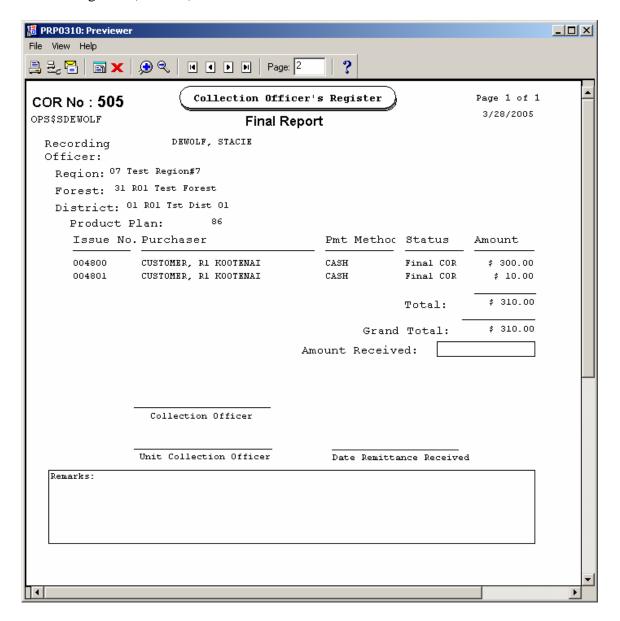
This is an example of a group permit and an individual permit issued to the generic customer shown above:





• The signature of the person on the permit is still required since it is an acknowledgement of accepting the terms of the permit and is not an item covered under the information collection.

This is how your COR will look if you have both an individual permit and a group of 60 permits batched together (vendors):



Example of the TSA file and Bill using the generic customer information.

